



Choose the eFiling Process

- Enter a 9 Digit Case Number**

- Enter the 9 digit case number,
Dashes are not required
- Do not include the case
assignment designation (KNT or
SEA)
- Click 'Next'



Enter a Non-9 Digit Case Numbers

- Click the check box
- Select the case type from the list provided
- Enter only the case numbers after the dash (e.g., 4-G1234: enter only G1234)
- Click '**Next**'

Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Stop Search Favorites

http://www.kingcounty.gov

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Dept of Judicial Administration - E-Filing
Superior Court Clerk's Office

King County
Alerted at your service

Welcome Billie Johnson Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS:

- ▶ Case numbers should not contain any alpha characters. If the case number contains a (c), please convert the (c) to the number (1).
- ▶ Please do not include the case designation (i.e., SEA or KMT).
- ▶ [Help](#)

Please do not use your browser's Back button.
[Back](#)

E-File Documents into an Existing Case

Previous 1 2 3 4

Enter Case Number

☒ Uncheck this box if your case number is 9 digits
If your case number is not in 10-0-xxxxxx-5 or xxxxxxxx format (i.e., the case was filed before year 1979), please select the case type and input the case number below (if your case number has a dash, only enter the part after dash).

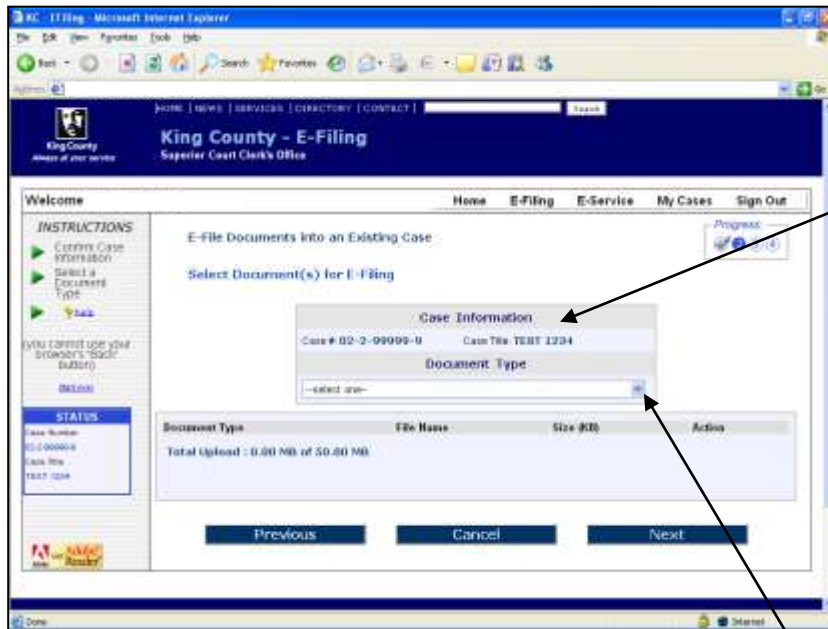
select case type: [dropdown] [input]

Cancel Next

How to E-File Documents into an Existing Superior Court Case

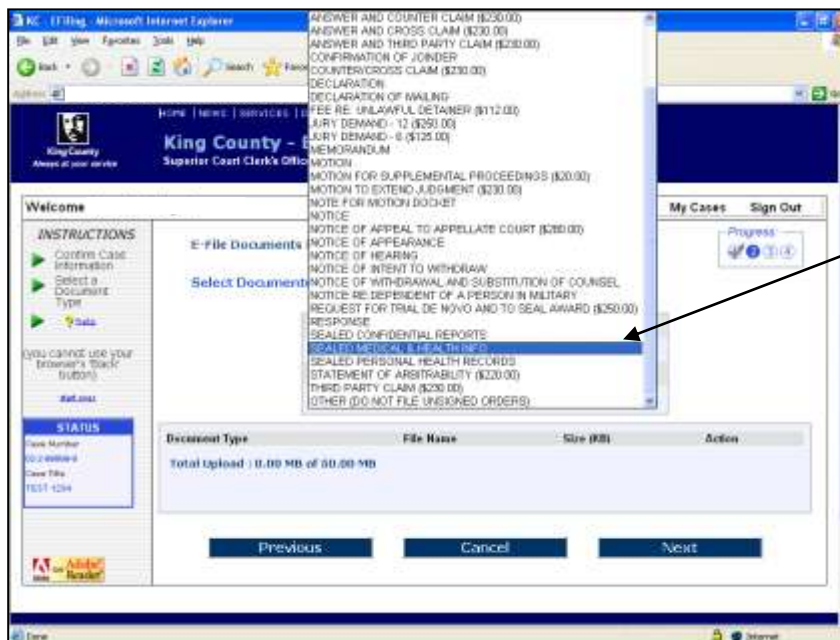
Verify Case Information

- When a valid case number is entered the page will refresh and display the case title
- Before continuing, verify this is the case you want to file into



Identify Document Type

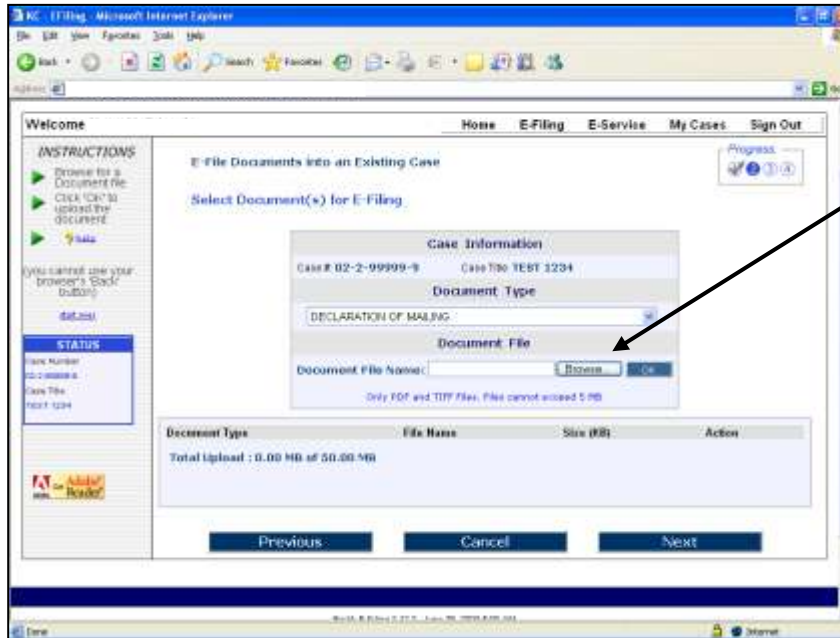
- Click the down arrow to display a list of descriptive document names referred to as the '**Document Type**'
- Using the scroll bar to view the complete list, choose the document type from the drop down menu that most closely describes your document
- If you do not see the type of document you are filing listed, choose '**OTHER**' (NOTE: Unsigned orders cannot be filed with the clerk)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document



How to E-File Documents into an Existing Superior Court Case

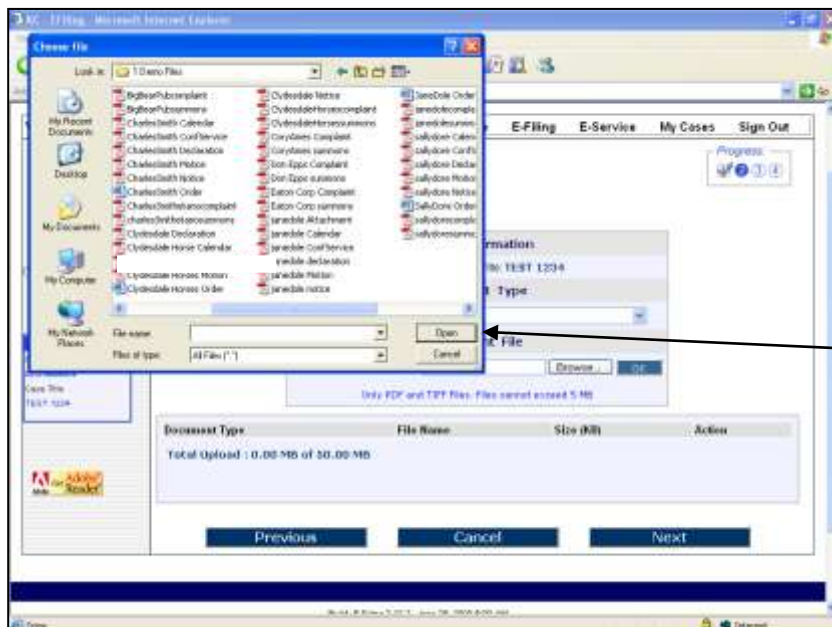
Locate Document

- Click 'Browse' to open a 'Choose file' window on your computer, which will enable you to upload your document

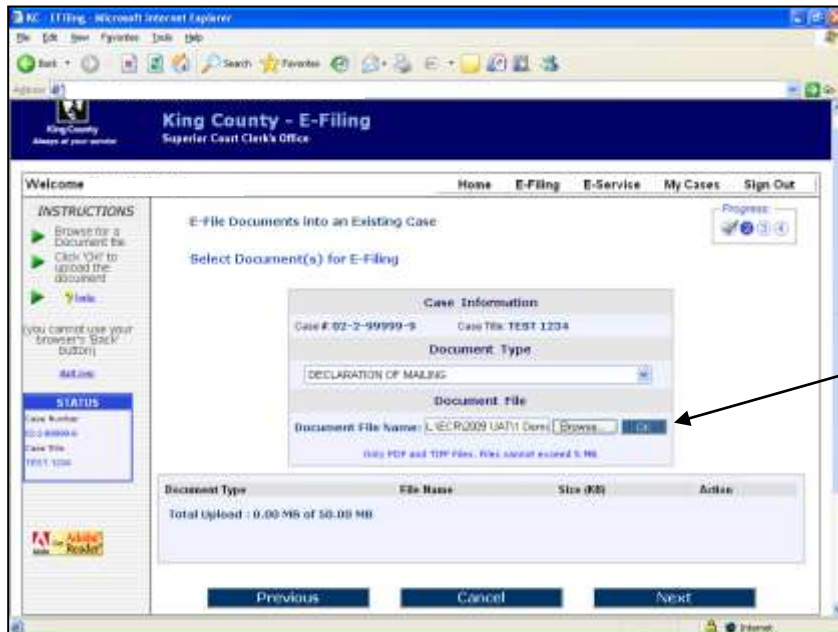


Choose Document

- Browse your computer or network drive to locate the document you wish to e-file (For file conversion information, please see the [E-Filing Application Tips](#) tutorial)
- After choosing the document, click 'Open'

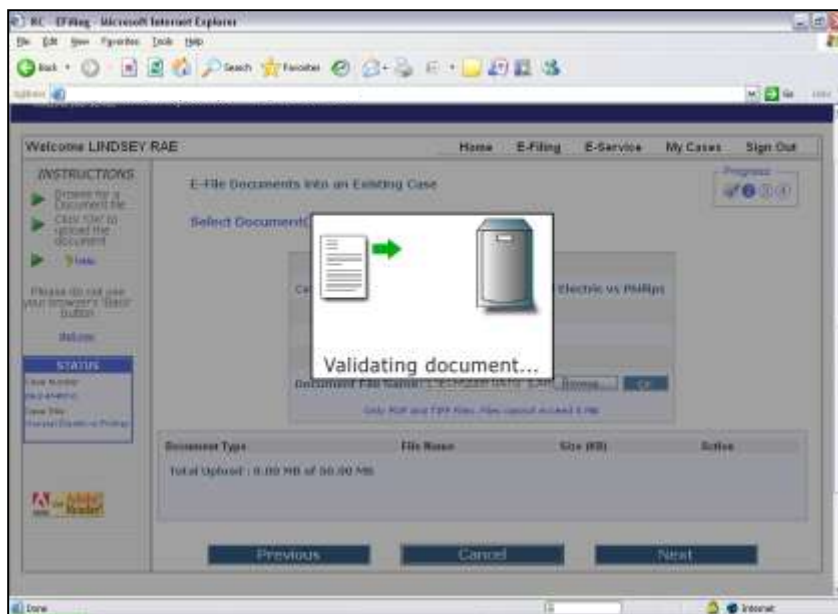


How to E-File Documents into an Existing Superior Court Case



Upload Document

- The chosen document file name and location will be displayed in the '**Document File Name:**' field
- If you have an attachment(s) for this document or additional documents to file into this case, click '**OK**' (NOTE: For additional information regarding attachments, please see the '[E-Filing Application Tips](#)' tutorial)
- If you do not have an attachment or additional document to file, click '**Next**'



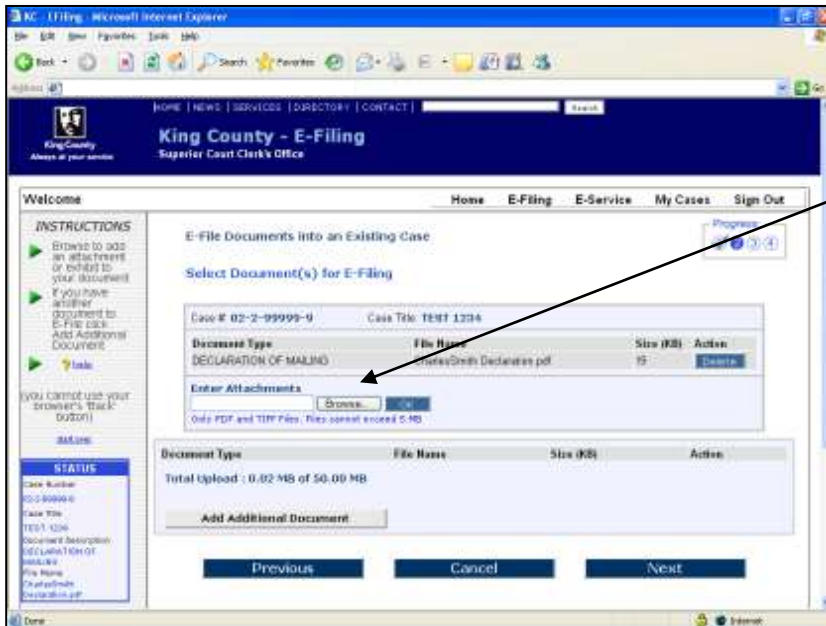
Document Validation

- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the '[E-Filing Application Tips](#)' tutorial)

How to E-File Documents into an Existing Superior Court Case

Add Attachment (Exhibit)

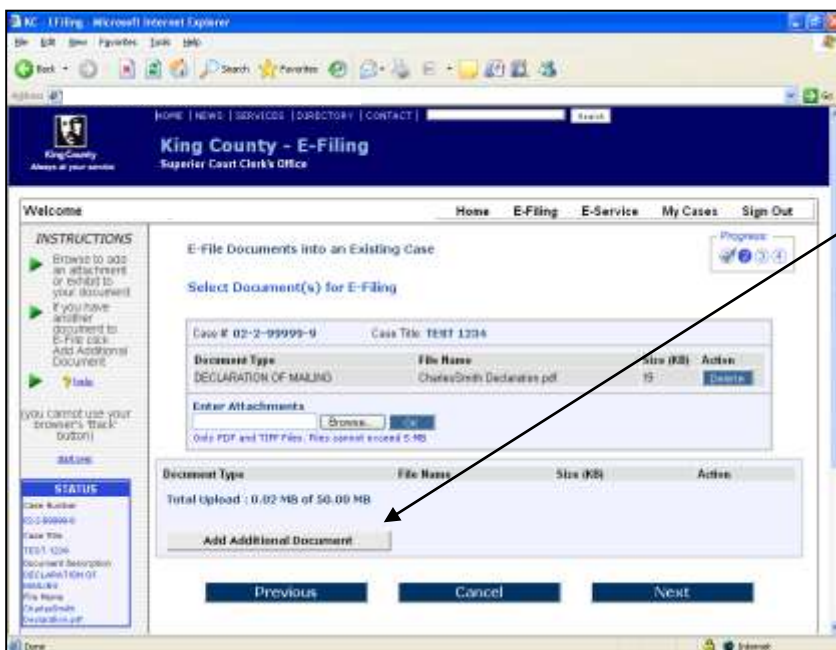
- To add an attachment or exhibit to the primary document you just uploaded, click '**Browse**' to access your computer and upload the attachment
- Adding an attachment to an e-filed document is equivalent to stapling hard copy documents together
- After uploading the attachment, you may choose to add another attachment, another document, or proceed to e-file (click '**Next**')



The screenshot shows the 'King County - E-Filing' web application. The main heading is 'E-File Documents into an Existing Case'. Below this, there's a section 'Select Document(s) for E-Filing' with a table showing a document named 'DECLARATION OF MAILING' with a size of 15 KB. Below the table, there's a section 'Enter Attachments' with a 'Browse...' button. An arrow points to this button. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

Add Additional Document

- To upload another document to file in this case, click '**Add Additional Document**'

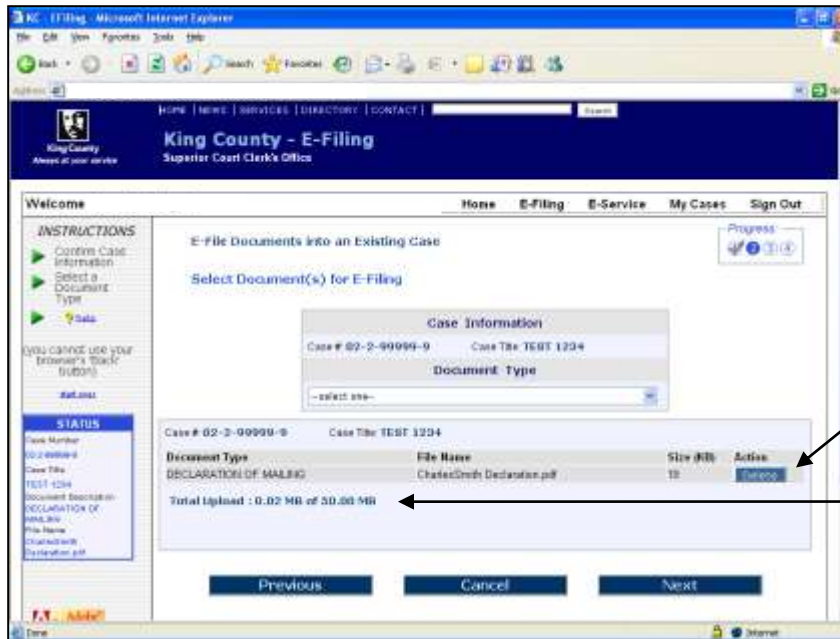


This screenshot is identical to the one above, showing the same 'King County - E-Filing' interface. However, an arrow points to the 'Add Additional Document' button located below the 'Total Upload' section.

How to E-File Documents into an Existing Superior Court Case

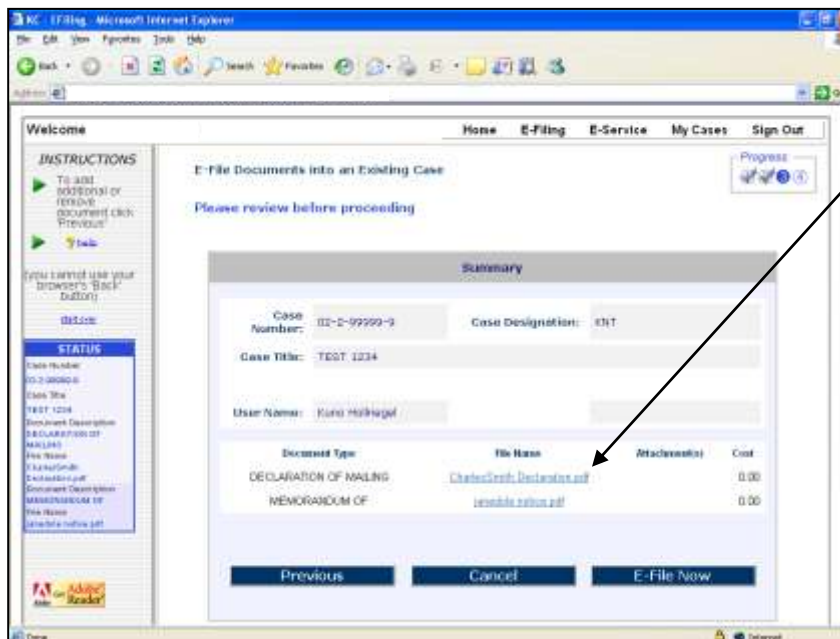
Add Additional Document – continued

- Choose a document type from the drop down menu and complete the locate and choose document steps noted above
- If you have accidentally uploaded the incorrect document, you may **'Delete'** the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit



Submission Summary

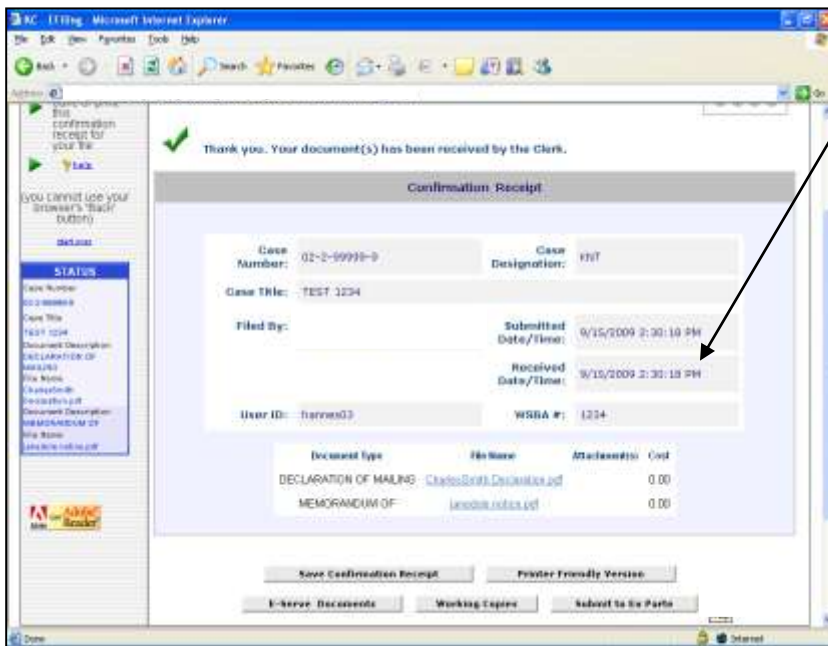
- A **'Summary'** of your documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission click **'Previous'** to return to a document upload page where additional files may be uploaded or existing uploaded files may be deleted
- If you are ready to proceed and e-file, click **'E-File Now'**
- If you have selected to e-file document(s) with an associated fee, the amount will appear in the cost column and you will be taken directly to King County's **E-Commerce** website for payment via Internet Check or Credit Card



How to E-File Documents into an Existing Superior Court Case

Confirmation Receipt

- The '**Confirmation Receipt**' identifies the date and time that the clerk's office received your document(s)
- To save a copy of the confirmation receipt, click either the '**Save Confirmation Receipt**' or '**Printer Friendly Version**'
- If your submission requires working copies you may proceed directly to the electronic '**Working Copies**' submittal processes via the button at the bottom of the page
- You may proceed directly to the electronic '**Ex Parte via the Clerk**' submittal processes via the button at the bottom of the page
- You may electronically serve your e-filed documents on parties who have opted-in to accept electronic service via the E-Filing application by clicking '**E-Serve Documents**'
- You can return to the Confirmation Receipt page for 30 days from the date of filing, from the case number link on the '**My Cases >Status**' tab



Thank you. Your document(s) has been received by the Clerk.

Confirmation Receipt

Case Number: 02-2-99999-9 Case Designation: FRT

Case Title: TEST 1234

Filed By: Submitted Date/Time: 9/15/2009 2:00:19 PM

Received Date/Time: 9/15/2009 2:30:18 PM

User ID: harriso3 WRBA #: 1234

Document Type	File Name	Attachments	Cost
DECLARATION OF MAILING	CharlesSmith.DOCUMENT.pdf		0.00
MEMORANDUM OF	London.robin.pdf		0.00

Save Confirmation Receipt Printer Friendly Version

E-Serve Documents Working Copies Submit to Ex Parte